STATE OF IDAHO - STARS
BATCH HEADER INPUT

AGENCY NAME: _____

AGENCY CODE: _____

BATCH DATE (mmddyyyy): _____

BATCH TYPE: _____

BATCH NUMBER: _____

BATCH COUNT: _____

BATCH AMOUNT: _____

BATCH EDIT MODE (if not 1): _____

EFFECTIVE DATE (mm/dd/yy): _____

BFY: _____

APPROVAL LEVEL: _____

DOCUMENT NUMBER

FROM: _____   TO: _____

Required for J & I Batches	
Checks/Wires**......**	
Currency**...........**	
Coin**.................**	
Warrants**...........**	
TOTAL**..............**	

AGENCY BATCH TYPES	
1	Budgetary
2	Revenue, Receivable
3	Expenditure, Disbursement, Encum, Pre-Enc
4	Expenditure, Disbursement, Encum, Pre-Enc
5	General Purpose
I	Insufficient Check Return
J	Cash Receipts
K	Purchase of Investment (no STO update)

Any other Alpha or Numeric batch types will bring-up the #5 general-purpose screen.

SCO SPECIAL PURPOSE BATCH TYPES
For Information Only – Please Do Not Use These Batch Types.

6	SCO Prior Year Adjustment	**Q**	Warrant Cancel or Redemption
A	SCO Adjustments	**R**	Rotary Redemption
B	Proration Receipts	**T**	SCO Statutory Transfers
C	Customer Resource Adjustments	**V**	Vendor Payments
F	Generated Fixed Assets	**X**	CAFR Related
G	EIS Payroll	**Y**	Fiscal Year End
N	State Employee Net Pay	**Z**	Generated Batches
O	Travel Express	**∗**	'Splat' – Pcard Application

PREPARED BY: _____   DATE: _____   PHONE: _____

ENTERED BY: _____   DATE: _____

REVIEWED BY: _____   DATE: _____

RELEASED BY: _____   DATE: _____